

# **Embassy of the United States of America Bamako, Mali Management Notice**

**MANAGEMENT NO.:** S15-066

**DATE:** May 19, 2015

**SUBJECT:** ANNOUNCEMENT NUMBER 15-32

**OPEN TO:** All Interested Candidates

**POSITION:** Financial Assistant  
FSN-8, FP-6

**OPENING DATE:** May 19, 2015

**CLOSING DATE:** June 2, 2015

**WORK HOURS:** Full-time 40 hours week

**SALARY:** \*Ordinary Resident: CFA 7,724,440 per year  
Position grade: FSN-8  
  
\*Not-Ordinarily Resident (NOR): US\$45.487 per year  
Position grade: FP-6

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**ONLY THE PRESELECTED CANDIDATES WILL BE CONTACTED.**

The U.S. Embassy in Bamako is seeking one individual for the position of Financial Assistant in the Embassy's Financial Management Section.

## **BASIC FUNCTION OF POSITION:**

The incumbent has primary responsibility for financial planning and budget formulation and execution. The incumbent analyzes and reviews funding authorizations for Department of State and other agencies at post. She/he maintains fiscal data and records obligations using the Regional Financial Management System/Momentum (RFMS/M), the Department of State's accounting system; reviews accounting obligations in conformity with U.S. Government

regulations and monitors funding availability. Examines and reviews vouchers for legality of transactions. In addition, the incumbent prepares and submits monthly accounts receivable invoices to employees and U.S. Government agencies. The incumbent is familiar with all aspects of the Financial Management Office.

**Please send an email to [HROBamako@state.gov](mailto:HROBamako@state.gov) to request a copy of the complete Position Description listing all duties and responsibilities, if needed.**

### **QUALIFICATIONS REQUIRED:**

- University/College degree in Accounting, Finance, Business, Statistics, or Mathematics is required.
- Three to four years of progressively responsible experience in budget work, accounting, or other related financial work is required.
- Level III (Good knowledge) English and Bambara and Level IV French (Fluent) is required. English will be tested.
- Must possess a high level of skill in articulating (orally and in writing) complex issues and relationships between functions/programs/projects and funding options.
- Must be able to analyze accounting records and determine the need for entries and adjustments; to record, reconcile and balance accounts.

### **SELECTION PROCESS:**

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

### **INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED:**

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html>; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

## **SUBMIT APPLICATION TO:**

[HROBamako@state.gov](mailto:HROBamako@state.gov)  
[Subject: Financial Assistant](#)

## **POINT OF CONTACT**

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

## **CLOSING DATE FOR THIS POSITION: JUNE 2, 2015**

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## ***APPENDIX A: DEFINITIONS***

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country); and,
- Is not subject to host country employment and tax laws (i.e. diplomats); and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – **A Foreign National or U.S. citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

**All OR employees, including U.S. citizens, are compensated in accordance with LCP.**